

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Management Analyst – Police	<u>Revision Date:</u>	02/2019
		<u>EEO Code:</u>	Professional
		<u>Status:</u>	Exempt
		<u>Control No.</u>	30402

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the Chief of Police performs professional, technical, administrative, and analytical duties relating to monitoring, mining, analyzing, and interpreting data for the department. Performs various projects relating to data analysis, finance, budget, and grant managements.

III. Essential Duties:

- Collects, analyzes, and disseminates statistics; uses information gathered to assist in planning the department resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases, and analyzing information to identify similarities, patterns, and trends among different offenses to assist in identifying suspects and predicting criminal activity.
- Compiles and analyzes information from various sources on crime and criminal intelligence to identify patterns, trends, and potential suspects, then prepares analytical and statistical reports, charts, graphs, maps, bulletins, and other written products.
- Develops, audits, and maintains crime trend and analysis databases utilizing several technologies and software programs (Versadex, Spillman, Microsoft Access, Microsoft Excel, etc.) and facilitate an exchange of database information with crime mapping and other related analytical software packages.
- Attend local meetings of crime analysis professionals to facilitate the exchange of information and to identify cross-jurisdictional crimes trends.
- Coordinates and acts as a liaison with various Federal, State, and local law enforcement agencies to facilitate information sharing related to crime and public safety.
- Participates in the development and monitoring of the annual operating budgets.
- Prepare budget presentations for the Chief.
- Coordinate in purchasing functions for the department.
- Administer, write, and prepare assigned grants; manage and track authorized grant expenditures; ensure funds are expended in accordance with grant requirements and restrictions; and serve as a liaison between the department and grant administrating agencies.
- Conduct studies and perform special projects as assigned by the Chief.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Assist in preparing presentations for the department, elected officials, city employees, and the public.
- Present results through reports, graphs, spreadsheets, charts.

IV. Miscellaneous Duties

- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in criminal justice, statistics, finance, economics, accounting, business, information systems, or related field. Master's degree in public administration, business administration, information systems management, or accounting preferred.

Experience: Requires one-year related work experience. May substitute an equivalent combination of education and experience. Previous crime analysis work experience with a law enforcement agency preferred.

Certificates/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Computer programs, including word processing, spreadsheets, database management, records management, geographic information systems, graphical presentation, internet, email, and other related software (e.g. Versadex, Spillman, Microsoft Word, Excel, Access, PowerPoint, and ArcView, etc.); tactical, strategic, and statistical analysis; information analysis to determine patterns and trends; finance; economics; accounting; and data management.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools. Great responsibility for establishing and maintaining effective working relationships with internal and external personnel and citizens.

Communication Skills: Ability to communicate clearly, concisely, and effectively both orally and in writing; effectively inform others regarding city operations, policies, and needs; judgement requiring tact and assertiveness when working with the public; regular and frequent outside contact with persons of high rank, requiring tact and judgement.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet, database and word processing), printer, copier, and telephone system.

Analytical Ability: Perform multiple tasks in an office setting; analyze data and identify patterns and trends; present and interpret statistical information in the form of oral and written reports.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; very frequent contact with employees and the public; near constant mental application; work assignments are broad and preformed with minimal supervision.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approval: _____ DATE: _____

Personnel Dept. Approval: _____ DATE: _____